

City of Piedmont
COUNCIL AGENDA REPORT

DATE: May 4, 2026

TO: Mayor and Council

FROM: Rosanna Bayon Moore, City Administrator

SUBJECT: Consideration of the Appointment of Jeff Bond as Interim Planning & Building Director and Authorizing the City Administrator to Execute an Employment Agreement

RECOMMENDATION

Approve a resolution appointing Jeff Bond as Interim Planning & Building Director and authorizing the City Administrator to execute an employment agreement.

BACKGROUND

Planning & Building Director Kevin Jackson has announced his retirement from the City of Piedmont, effective May 8, 2026. As a result of Mr. Jackson's announcement, recruitment for a new Planning Director began in February of 2026. In order to provide continuity of leadership within the department while the City recruits for a permanent Planning & Building Director, a qualified candidate is presented to serve in an interim role. The appointment of Jeff Bond to the position is recommended.

Jeff Bond is a seasoned professional with more than thirty years of professional experience. In July of 2025, he retired from the City of Albany where he served for twenty years, the last fourteen as the Director of Community Development. He has a master's degree in economics and is certified as a Chief Building Official, Residential Building Inspector and American Institute Certified Planner.

As Mr. Bond is a CalPERS retiree, his appointment as Interim Planning & Building Director is subject to specific employment restrictions, including but not limited to an appointment of limited duration and specific skills, a finite number of work hours and a rate of pay not to exceed the holder of the permanent position. In addition, the pay rate and hours worked must be reported to CalPERS by the City of Piedmont.

Given the critical need to fill the position, it is recommended that the City Council approve a resolution appointing Jeff Bond as Planning & Building Director, on an interim and temporary basis.

ATTACHMENTS:

- 1) Resolution appointing Jeff Bond as Interim Planning & Building Director and authorizing the City Administrator to execute an employment agreement
- 2) Jeff Bond's Resume
- 3) Employment Agreement

RESOLUTION _____

APPOINTING JEFF BOND AS INTERIM PLANNING & BUILDING DIRECTOR

WHEREAS, Government (Gov.) Code section 21221(h) of the Public Employees' Retirement Law permits the governing body to appoint a CalPERS retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year; and

WHEREAS, the City Council of the City of Piedmont desires to appoint Jeff Bond as an interim appointment retired annuitant to the vacant position of Interim Planning & Building Director for the City of Piedmont under Gov. Code section 21221(h), effective May 8, 2026; and

WHEREAS, the City Council of the City of Piedmont, the City of Piedmont and Jeff Bond certify that Jeff Bond has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, an appointment under Gov. Code section 21221(h) requires the retiree is appointed into the interim appointment during an active recruitment for a permanent appointment; and

WHEREAS, the City of Piedmont began the search for a permanent appointment on February 17, 2026; and

WHEREAS, this Gov. Code section 21221(h) appointment shall only be made once and therefore will end on December 31, 2026, or once a permanent appointment has been made, whichever comes first; and

WHEREAS, the entire employment agreement, contract or appointment document between Jeff Bond and the City of Piedmont has been reviewed by this body and is attached herein; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$18,522.69 per month and the hourly equivalent is \$106.86; and

WHEREAS, the hourly rate paid to Jeff Bond will be \$106.86; and

WHEREAS, Jeff Bond has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Piedmont does hereby resolve, declare, determine, and order as follows:

SECTION 1. The City of Piedmont hereby certifies the nature of the employment of Jeff Bond as described herein and detailed in the attached employment agreement and that this appointment is necessary to fill the critically needed position of Planning & Building Director for the City of Piedmont by May 8, 2026 because of the critical need for oversight and operation of the land use, planning, zoning, code enforcement, and building safety functions of the City of Piedmont.

SECTION 2. The City Council appoints Jeff Bond as Interim Planning & Building Director of the City of Piedmont effective May 8, 2026.

SECTION 3. This appointment, made pursuant to Government Code Section 21221(h) appointment shall be made only once and shall end no later than December 31, 2026.

[END OF RESOLUTION]

Jeff Bond



Professional Experience

Community Planning and Implementation, LLC
Principal

January 2026 - present

Community Planning and Implementation (CPI) is a newly established Oakland-based consulting practice dedicated to supporting vibrant and resilient communities. The firm distinguishes itself by blending public and private sector perspectives, operating at the critical intersection of land use, transportation, and resilience planning.

City of Albany

Director, Community Development Department
Planning & Building Manager

September 2011 - July 2025
February 2006 - September 2011

The City of Albany Community Development Department provides a comprehensive range of municipal government planning and implementation services. Responsibilities included serving on the City's management team and supervision of a team of staff and consultants in various technical fields. Department activities included:

- **Long Range Planning** - Management of updates to the City's General Plan and Housing Elements, preparation of a specific plan to modernize land use regulations on San Pablo Avenue, and preparation of zoning code amendments;
- **Current Planning** - Supervision of the City's development project application review process, including liaison with applicants, staff support to the Planning and Zoning Commission, oversight of California Environmental Quality Act (CEQA) review, preparation of residential design guidelines, and coordination with the City Attorney;
- **Transportation** - Management of planning and design of transportation capital improvement projects, supervision of preparation of complete streets plans for the City's major corridors, staff support to the City's Transportation Commission, and coordination with the Alameda County Transportation Commission;
- **Sustainability** - Responsible for preparation and implementation of a climate action plan, staff support to the Climate Action Committee, implementation of community choice aggregation electrical provider, and adoption of green building standards;

Professional Experience (continued)

City of Albany California

- **Affordable Housing Development** – Project manager for development of a 62-unit affordable housing project on 1.1 acres of City property, modification to accessory dwelling unit zoning standards, and fee reduction incentives;
- **Waterfront and Creek Planning and Design** – Responsible for management of City-owned open space on the San Francisco Bay waterfront in coordination with the East Bay Regional Park District, and restoration of Codornices Creek with the City of Berkeley and UC Berkeley;
- **Public Works** - Close interaction with the Public Works Department including providing planning services for capital improvement projects, serving as Acting Public Works Director, and project manager of the design and construction of the City's Public Works Department maintenance facility;
- **Disaster Resilience** - Oversight of the preparation of the City's Local Hazard Mitigation Plan as well as FEMA and CalOES training to function in various roles in the City's emergency operations center; and
- **Building Code Compliance** - Administration of the California Building Standards Code, including service as the City's building official, managing permitting, inspection, and code enforcement functions.

University of California, Berkeley

July 2001 - February 2006

Senior Planner for Real Estate and Housing, Capital Projects Department

Responsible for off-campus planning initiatives including preparing master plans, design guidelines, compliance with regulatory requirements, community relations, negotiating agreements with developers, and presenting policy recommendations to senior management of the University. Projects include:

- Redevelopment of 77-acre University Village in Albany for housing for students and a variety of creek improvements, open space, and recreational facility improvements;
- Disposition of 5.8 acres of surplus university property in the Hayes Valley district of San Francisco;
- Acquisition of the California Department of Health Services laboratory in downtown Berkeley for campus expansion; and
- Preparation of a strategy for the sale of a 500,000 square foot off-campus storage facility, and use of proceeds for development of modernized facilities.

Professional Experience (continued)

City of Alameda

December 1993 – July 2001

Development Manager, Community Development Department

Responsible for redevelopment project management and agency administration, including:

- Negotiating an agreement with the U.S. Navy for the conveyance of more than 1,000 acres of surplus U.S. Navy property to the City;
- Serving as project manager on the redevelopment of 215 acres of former U.S. Navy property into the 485-unit Bayport Alameda residential and 400,000 square foot Alameda Landing commercial project. The project included guiding the preparation of the project master plan, negotiation of agreements with Catellus Development Corporation, managing City entitlement approvals, community and media relations, and participation on the City's litigation settlement negotiation team;
- Project manager for the redevelopment of an abandoned drive-in movie theater into a 106-unit KB Homes single-family residential development, redevelopment of 20 acres along the Oakland estuary into a 371,000 square foot corporate campus, and redevelopment of an abandoned 2.7-acre parcel at a major intersection into a retail project; and
- Served as liaison with businesses and developers seeking City assistance and permits within redevelopment areas.

Williams-Kuebelbeck & Associates, Inc., Economist

November 1990 - December 1993

Williams-Kuebelbeck & Associates was an economic consulting firm primarily serving municipal redevelopment agencies. Assignments included market studies, development proformas, public improvement financing strategies, fiscal impact studies, redevelopment plans, and military base closure studies.

California Commission for Economic Development Office of Lieutenant Governor Leo McCarthy

July 1985 - February 1989

The Commission is a State Capitol-based advisory commission to the Legislature, chaired by the Lieutenant Governor. Responsibilities included assisting senior staff with policy analysis on economic development, international trade, job training, and technology. Also responsible for editing the Commission newsletter, annual reports, and preparation of speeches and editorials for the Lieutenant Governor and Commission members.

Education

University of California, Davis

June 1988

Master of Arts Degree: Economics

Thesis: "Congressional Influence on the Federal Reserve"

University of California, San Diego

March 1985

Bachelor of Arts Degree: Economics

Professional Affiliations, Certifications, and Service

American Planning Association

- Board Member, Northern Section of the APA California Chapter
- Member, American Institute Certified Planner (AICP)

Urban Land Institute

- Volunteer for the development of Urban Plan, which is a high school classroom-based program on urban land use and public policy.
- Served on Urban Land Institute *Advisory Service Panels* in Washington DC, Chesapeake, VA, Bridgeport, CT, and Santa Rosa, CA.

Earthquake Engineering Research Institute

- Recent Board member of the EERI Northern California Chapter

Federal Emergency Management Agency

- Multiple certifications associated with National Incident Management System (NIMS) emergency operations center planning section chief

California Office of Emergency Services

- Safety Assessment Program Inspector and Coordinator Certifications

California Building Officials Organization

- Certified Building Official

International Code Council

- Residential Building Inspector

**EMPLOYMENT AGREEMENT
For
INTERIM PLANNING & BUILDING DIRECTOR**

This Employment Agreement ("Agreement") is made by and between the CITY OF PIEDMONT ("City") a California municipal corporation and Charter city, and JEFF BOND ("BOND"), an individual, (collectively, the "Parties") on the following terms and conditions:

RECITALS

A. CITY desires to employ the services of BOND to temporarily carry out the duties and responsibilities of INTERIM PLANNING & BUILDING DIRECTOR in consideration of and subject to the terms, conditions, and benefits set forth in this Agreement.

B. CITY's PLANNING & BUILDING DIRECTOR position will be vacant effective May 8, 2026.

C. CITY has commenced with an open recruitment to permanently fill the vacant position of PLANNING & BUILDING DIRECTOR. During the recruitment period, the City has an immediate need for an INTERIM PLANNING & BUILDING DIRECTOR, a position involving specialized skills and training and which is critically necessary to the on-going duties and functions of the Planning & Building Department.

D. CITY desires to accept employment of an INTERIM PLANNING & BUILDING DIRECTOR in consideration of and subject to the terms, conditions, and benefits set forth in this Agreement.

E. BOND represents that he is a retired annuitant and person receiving a benefit from the California Public Employees' Retirement System ("CalPERS") within the meaning of Government Code §§ 7522.56 and 21221(h). BOND acknowledges that he is restricted to working no more than a combined 960 hours for CITY, a state agency, or other CalPERS contracting agencies (collectively "CalPERS Agencies") during CITY's 2025-2026 fiscal year, or for any additional or subsequent fiscal year, and that his compensation is statutorily limited as provided in Government Code § 21221(h). BOND represents that he has not received any unemployment compensation from any CalPERS Agencies during the 12-month period preceding the effective date of this Agreement. BOND further represents his CalPERS retirement date became effective prior to the 180-day period preceding the effective date of this Agreement; that he has not received a retirement incentive upon retirement within the meaning of Government Code § 7522.56(g), and that he has attained normal retirement age within the meaning of Government Code § 21220.5; and

F. CITY has determined that it is necessary to hire BOND, a retired annuitant, because the position of INTERIM PLANNING & BUILDING DIRECTOR requires special skills and training, and BOND, by virtue of his significant experience and training as a PLANNING & BUILDING DIRECTOR in other cities, has those special skills and training.

G. OPERATIVE PROVISIONS

In consideration of the promises and covenants contained herein, the parties agree as follows:

1. Position and Duties.

1.1 Position. BOND accepts employment with CITY as its INTERIM PLANNING & BUILDING DIRECTOR and shall perform all functions, duties and services set forth in the attached PLANNING & BUILDING DIRECTOR Classification description ("Exhibit A"). Without additional compensation, BOND shall also provide such other services as are customary and appropriate to the position of INTERIM PLANNING & BUILDING DIRECTOR. BOND shall devote his best efforts and attention to the performance of these duties. BOND shall provide service at the direction and under the supervision of the City Administrator. It is the intent of the parties that BOND, as the INTERIM PLANNING & BUILDING DIRECTOR, shall keep the City Administrator fully apprised of all significant ongoing operations of the PLANNING & BUILDING DIRECTOR's Office. Toward that end, BOND shall report directly to the City Administrator and will periodically, or as may be otherwise specifically requested by the City Administrator, provide status reports to the City Administrator on his activities as INTERIM PLANNING & BUILDING DIRECTOR.

1.2 Term. This Agreement shall be effective as approved by the City Council on May 4, 2026. BOND shall commence the performance of his duties as the INTERIM PLANNING & BUILDING DIRECTOR on May 8, 2026 ("Commencement Date"). This Agreement shall expire as of the first of the following to occur: (i) December 31, 2026; (ii) upon the employment commencement date of a permanent PLANNING & BUILDING DIRECTOR employed by CITY; (iii) upon BOND working his 960th hour for CITY including hours worked for other CalPERS Agencies during CITY's 2025-2026 fiscal year; or (iv) upon termination of the Agreement by either BOND or CITY as provided in Section 4 [Termination] of this Agreement.

1.3 At-Will. BOND acknowledges that he is an at-will, temporary employee of CITY who shall serve at the pleasure of the City at all times during the period of his service under this Agreement and that his employment may be terminated at any time and for any or no reason with or without cause as provided for in Section 4 [TERMINATION] of this Agreement or by operation of California or federal law.

The terms of CITY's personnel rules, policies, regulations, procedures, ordinances, and resolutions, memoranda of understanding, regarding City Administrative Personnel (collectively "Personnel Policies"), as they may be amended or supplemented from time to time, shall not apply to BOND, and nothing in this Agreement is intended to, or does, confer upon BOND any right to any property interest in continued employment, or any due process right to a hearing before or after a decision by CITY to terminate his employment, except as is expressly provided in Section 1.2 [Term] or Section 4 [Termination] of this Agreement. Nothing contained in this Agreement shall in any way prevent, limit or otherwise interfere with the right of CITY to terminate the services of BOND, as provided in Section 1.2 [Term] or Section 4 [Termination]. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of BOND to resign at any time from this position with CITY, subject only to the provisions set forth in Section 1.2 [Term] or Section 4 [Termination] of this Agreement. This at-will Employment Agreement shall be expressly subject to the rights and obligations of CITY and BOND, as set forth in Section 1.2 [Term] or Section 4 [Termination] below.

1.4 Hours of Work. BOND shall devote the time necessary to adequately perform his duties as INTERIM PLANNING & BUILDING DIRECTOR as directed by the City Administrator. The parties anticipate that BOND will work approximately forty (40) hours per week allocated between regular business hours and hours outside of regular business hours including, without limitation, attendance at regular and special City Council meetings. Toward that end, BOND shall provide reasonable availability to the City Council, City Administrator, and CITY Staff, and members of the community during regular CITY business hours and for the performance of his duties and of CITY business. The position of Interim PLANNING & BUILDING DIRECTOR shall be deemed an exempt position under state and federal wage and hour law.

1.5 Other Activity. In accordance with Government Code Section 1126, during the period of his employment, BOND shall not accept, without the express prior written consent of City Council, any other employment or engage, directly or indirectly, in any other business, commercial, or professional activity, whether or not to pecuniary advantage, that is or may be competitive with CITY, that might cause a conflict-of-interest with CITY, or that otherwise might interfere with the business or operation of CITY or the satisfactory performance of BOND's duties as INTERIM PLANNING & BUILDING DIRECTOR.

2. Compensation.

2.1 Rate of Pay. For all services performed by BOND as the INTERIM PLANNING & BUILDING DIRECTOR under this Agreement, CIT shall pay BOND compensation at the rate one hundred six dollars and eighty-six cents (\$106.86) per hour, to be paid according to the payroll schedule in place for CITY employees and subject to the limitations provided below.

2.2 Compliance with CalPERS Requirements. It is the intent of the parties to compensate BOND only to the extent permitted under Government Code §§ 21221(h) and 7522.56(d) and corresponding CalPERS regulations and policy statements. The parties acknowledge and agree that the rate of pay set forth above does not exceed the salary limitations established by CalPERS based on the salary as set forth in the CITY's publicly available salary schedule.

2.2.1 Recording and Reporting of Hours Worked. BOND will comply with all applicable CalPERS regulations governing employment after retirement including recording and reporting of all hours worked for CITY to CalPERS as may be required. CITY shall assist in any such reporting obligations to CalPERS. Additionally, BOND shall keep CITY continually apprised of any hours worked by BOND for other CalPERS Agencies during the term of this Agreement.

2.3 Benefits.

2.3.1 No Benefits. Pursuant to Government Code §21221(h) and related CalPERS regulations and policy statements, BOND shall not receive from CITY any benefits CITY commonly provides to its employees including, without limitation, health, dental, or vision insurance coverage, life insurance, employee assistance programs, and similar benefits.

3. Vacation and Leave.

3.1 No Paid Leave. BOND and CITY agree that BOND in accordance with Government Code §21221(h) and related CalPERS regulations and policy statements, shall not be provided or accrue any personal time off, vacation, sick leave, administrative leave, paid holidays or similar paid leave benefits.

4. Termination.

4.1 By CITY. This Agreement may be terminated by CITY for any reason fourteen (14) days after notice in writing to BOND of such termination. CITY's only obligation in the event of such termination will be payment to BOND of all compensation then due and owing as set forth in Section 2.1 [Rate of Pay] up to and including the effective date of termination. However, this Agreement may be terminated immediately if necessitated by changes to CalPERS statutory or regulatory requirements.

4.2 By BOND. This Agreement may be terminated by BOND for any reason fourteen (14) days after notice in writing to CITY of such termination. CITY shall have the option, in its complete discretion, to make BOND 's termination effective at any time prior to the termination date given by BOND, provided CITY pays BOND all compensation as set forth in Section 2.1 [Rate of Pay] then due and owing his through the last day actually worked. It is understood and agreed that any

notice of termination should be given as soon as practicable and in the best interest of CITY.

4.3 No Notice for Expiration. Nothing in this Section 4 [Termination] shall be construed to require either party to give advance written notice in order for the Agreement to expire as set forth in Section 1.2 [Term].

4.4 Termination Obligations. BOND agrees that all property, including, without limitation, all equipment, tangible Proprietary Information (as defined below), documents, records, notes, contracts, and computer-generated materials furnished to or prepared by him incident to his employment belongs to CITY and shall be returned promptly to CITY upon termination of BOND's employment. BOND 's obligations under this subsection shall survive the termination of his employment and the expiration of this Agreement

4.5 No Benefits Upon Termination. BOND agrees that he shall be entitled to no benefits upon termination

5. **Proprietary Information.**

"Proprietary Information" is all information and any idea pertaining in any manner to the business of CITY (or any CITY affiliate), its employees, clients, consultants, or business associates, which was produced by any employee of CITY in the course of his employment or otherwise produced or acquired by or on behalf of CITY. All Proprietary Information not generally known outside of CITY's organization, and all Proprietary Information so known only through improper means, shall be deemed "Confidential Information." During his employment by CITY, BOND shall use Proprietary Information, and shall disclose Confidential Information, only for the benefit of CITY and as is or may be necessary to perform his job responsibilities under this Agreement. Following termination, CITY shall not use any Proprietary Information and shall not disclose any Confidential Information, except with the express written consent of CITY. BOND 's obligations under this Section shall survive the termination of his employment and the expiration of this Agreement.

6. **Conflict Of Interest.**

BOND represents and warrants to CITY that he presently has no interest, and represents that he will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or interfere in any way with performance of his services under this Agreement.

7. **General Provisions.**

7.1 Recitals. The recitals, inclusive of all facts and representations, are incorporated into this Agreement as if set forth in the Operative Provisions.

7.2 Vehicle Operation. BOND shall operate any vehicle used in connection with the performance of his duties as INTERIM PLANNING & BUILDING DIRECTOR in a safe manner and otherwise in observance of all established traffic safety laws and ordinances and shall maintain a valid California driver's license during the period of employment.

7.3 Notices. All notices, requests, demands and other communications under this Agreement shall be in writing and shall be effective upon delivery by hand or email or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to CITY at the address below, and/or at the last known address maintained in BOND 's personnel file. BOND agrees to notify CITY in writing of any change in his address during his employment with CITY. Notice of change of address shall be effective only when accomplished in accordance with this Section.

CITY's Notice Address:

City of Piedmont
120 Vista Avenue
Piedmont, CA 94611
Attn: City Administrator

INTERIM PLANNING & BUILDING DIRECTOR'S Address:

JEFF BOND
[Deliver to last updated address in personnel file]

7.4 Indemnification. Subject to, in accordance with, and to the extent provided by the California Tort Claims Act [Government Code Section 810 *et seq.*] CITY will indemnify, defend, and hold BOND harmless from and against any action, demand, suit, monetary judgment or other legal or administrative proceeding, and any liability, injury, loss or other damages, arising out of any act or omission occurring during BOND 's tenure as INTERIM PLANNING & BUILDING DIRECTOR.

7.5 Integration. This Agreement is intended to be the final, complete, and exclusive statement of the terms of BOND 's employment by CITY. This Agreement supersedes all other prior and contemporaneous agreements and statements, whether written or oral, express or implied, pertaining in any manner to the employment of BOND, and it may not be contradicted by evidence of any prior or contemporaneous statements or agreements. To the extent that the practices, policies, or procedures of CITY, now or in the future, apply to BOND and are inconsistent with the terms of this Agreement, the provisions of this Agreement shall control.

7.6 Amendments. This Agreement may not be amended except in a written document signed by BOND, approved by the City Council and signed by the City Administrator.

7.7 Waiver. Failure to exercise any right under this Agreement shall not constitute a waiver of such right.

7.8 Assignment. BOND shall not assign any rights or obligations under this Agreement. CITY may, upon prior written notice to BOND, assign its rights and obligations hereunder.

7.9 Severability. If a court or arbitrator holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect.

7.10 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California, and any action in connection with or arising out of this Agreement or any dispute between the parties shall be commenced and maintained in the Superior Court of the State of California for the County of Alameda or the United States District Court for the Northern District of California.

7.11 Interpretation. This Agreement shall be construed as a whole, according to its fair meaning, and not in favor of or against any party. By way of example and not in limitation, this Agreement shall not be construed in favor of the party receiving a benefit nor against the party responsible for any particular language in this Agreement. Captions are used for reference purposes only and should be ignored in the interpretation of the Agreement. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, cancelled superseded or changed by any oral agreement, course of conduct, waiver or estoppel.

7.12 Acknowledgment. BOND acknowledges that he has had the opportunity to consult legal counsel in regard to this Agreement, that he has read and understands this Agreement, that he is fully aware of its legal effect, and that he has entered into it freely and voluntarily and based on his own judgment and not on any representations or promises other than those contained in this Agreement.

IN WITNESS WHEREOF, CITY has caused this Agreement to be signed and executed on its behalf by its City Administrator and BOND has signed and executed this Agreement, as of the date first indicated above.

CITY:

INDIVIDUAL:

ROSANNA BAYON MOORE
City Administrator

JEFF BOND

Attest:

APPROVED AS TO FORM

DEEPA SHARMA
City Attorney

EXHIBIT A:
PLANNING & BUILDING DIRECTOR JOB CLASSIFICATION

**CITY OF PIEDMONT****RESOLUTION NO. 14-2026****RESOLUTION TO APPROVE THE REVISED JOB CLASSIFICATION FOR
PLANNING & BUILDING DIRECTOR**

WHEREAS, City staff has recommended revising the Planning & Building Director Classification to precisely align with the scope of job duties and responsibilities.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Piedmont does hereby resolve, declare, determine and order as follows:

1. The above recitals are correct and are incorporated into this resolution as findings of the City Council.
2. The revised job classification for Planning & Building Director, attached hereto as Exhibit "A" is hereby approved.



I certify that the foregoing resolution was passed and adopted at a regular meeting of the Piedmont City Council on February 17, 2026, by the following vote:

Ayes:	Andersen, McCarthy, Long Plimier, Ramsey
Noes:	None
Absent/Abstain:	None

Attest: Anna M. Brown
Anna M. Brown, City Clerk



FEBRUARY 2026
FLSA: EXEMPT

DIRECTOR OF PLANNING & BUILDING

DEFINITION

Under general direction, functions as the administrative head of the Planning & Building Department; plans, organizes, manages and provides direction and oversight for all functions and activities of the Planning & Building Department, including building, planning, land use, code enforcement, sustainability and zoning; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex, professional assistance to the City Administrator, and others in areas of expertise; and performs related work and special projects as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Administrator. Exercises general direction and supervision over professional, mid-management, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a department head classification that oversees, directs, and participates in all activities of the Planning & Building Department, including short- and long-term planning, development and administration of departmental policies, procedures, and services. This class serves as the City's professional expert on all matters related to the activities of the Planning & Building Department. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of the Planning Commission and City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Planning & Building Department programs, services, and activities, including building, planning, land use, zoning, sustainability and special projects.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department.
- Manages and participates in the development and administration of the department's annual budget; forecasts resources needed for staffing, equipment, materials, and supplies; monitors and approves department expenditures; directs and implements adjustments as necessary.

- Selects, trains, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Implements training programs and procedural changes to retain qualified staff and ensure the provision of services to the community in an effective, efficient and economical manner.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Provides technical guidance to developers, engineers, property owners, contractors, other City staff and the general public on topics including, but not limited to, the zoning ordinance and permitting processes.
- Represents the City in regional planning and development efforts; provides written interpretations and clarifications of the Planning Code.
- Oversees the development of consultant requests for proposals for professional services and advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Directs, coordinates and reviews amendments to the General Plan; provides general plan and code interpretation as needed; provides analysis, recommendations, and implementation of policies and procedures; develops and presents recommendations on a variety of permits, maps, ordinances, zone changes, subdivision matters, applications and all other planning related matters.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Represents the department to other City departments, elected officials, and outside agencies including the City Council and Planning Commission; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Participates in and makes presentations to the City Council, and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of planning and building and other services as they relate to the area of assignment.
- Serves as staff liaison to the Planning Commission.
- Responds to public inquiries and complaints, assisting with resolution and alternative recommendations.
- Monitors court decisions, changes in laws, regulations and technology that may affect the work of the department; drafts recommendations for code and/or ordinance changes or standards.
- Prepares, reviews and presents staff reports, various management and information updates and reports on special projects as assigned by the City Administrator.
- Maintains and directs the maintenance of working and official files.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- General principles of public administration, including budget development and administration, contract procurement and oversight.
- Functions, authority and limitations of an elected City Council.

- Principles and practices of human resources, including supervision, evaluation, training and conflict resolution.
- Principles and practices of short- and long-range planning.
- Principles of site planning, architectural review, urban design and land use.
- Theories, principles, and contents of the General Plan, California Environmental Quality Act (CEQA) and the California Building Code.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Technical, legal, financial, and public relations challenges associated with planning, building and land use topics.
- Methods and techniques for eliciting community participation in planning and building topics, developing technical and administrative reports and presenting results.
- Record keeping principles and procedures.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to the public, vendors, contractors, and other City departments.

Ability to:

- Develop and implement goals, objectives, policies, procedures, and work standards.
- Provide administrative and professional leadership for the department.
- Prepare and administer large and complex budgets and allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Effectively administer projects with contractual agreements and a variety of community development programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Interface with the public using tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited college or university with major coursework in urban planning, architectural design, civil engineering, business, public administration, or a related field and six (6) years of progressively responsible management and/or administrative experience in municipal planning, building inspection, architecture, or a related field. A master's degree and public sector experience are highly desirable.

License and Certification:

- Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle is necessary to perform the essential functions of the position and the employee cannot travel to/from various work locations by other means in a timely manner.
- Possession of, or ability to obtain, an American Institute of Planners (AICP) certification and/or advanced specialty certification such as Certified Environmental Planner (CEP) or Certified Urban Designer (CUD) is desirable.

PHYSICAL DEMANDS

Work is performed in an office environment and in the field. The office environment requires the mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen, and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds. The field environment requires the mobility to walk long distances, traverse uneven, hilly terrain, climb ladders, and stairs. The field work requires the agility to inspect temporary, unfinished, construction sites and access points, which may include entry into confined spaces and inspecting sites of significant height.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to attend meetings and other activities outside of normal working hours.

Civil Service Commission: 2/11/2026
City Council:2/17/2026